

Revised: April 5, 2016

[Advisory to Deans #AA2016-02](#)

DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, DEPARTMENT CHAIRS, AND  
ACADEMIC PERSONNEL ANALYSTS

RE: Updated Near Relatives Procedures/Forms/Requirements

Dear Colleagues:

As we shared in our Fall Update in December 2015, a review by Internal Audit discovered some shortcomings in our campus procedures for managing Near Relatives employed in the workplace. Academic Affairs was subsequently charged with bringing our campus practices into better alignment with systemwide policies covering employees who are Near Relatives (APM [520](#), *Employment of Near Relatives*), as well as with our local policy ([UCD APM 520](#)).

The audit discovered that, while many staff and academic personnel understood the basic policies, the criteria used to identify Near Relatives and the procedures for documenting Near Relative relationships and ensuring compliance with policies on their management were not being applied consistently. For example, the audit found a number of cases in which documentation of these relationships and their management were not being recorded and maintained in the official personnel files of the individuals involved, as required by policy.

My office has prepared several updates in response to these audit results.

- The first update is a revised UCD APM 520, *Employment of Near Relatives*, our campus's implementation of APM 520. This policy will be circulated in the coming weeks for review, with the goal of compiling and coordinating all feedback into a final draft by May 2016. The most substantive changes are those requiring approval of all Near Relatives' working relationships by the department and, ultimately, by each dean/vice chancellor.
- Our office has developed a new form to be used to document and gain approval of working relationships for employees who are Near Relatives. It is currently available on the Forms section of our website, under the heading "Your Resources," "Forms and Checklists," "Miscellaneous Forms", and then "[Near Relatives](#)".

The form requires completion and approvals by the department chair and ultimately, the dean/vice chancellor. The approved form should be submitted to Academic Affairs to be filed in the appropriate personnel file or shared with central Human Resources, if near relatives include staff employees. Note, for any staff employees who are hired as near relatives, Human Resources may require additional forms, as noted on the form.

Our goal is to have this process available through our Forms Online system by the end of the current academic year, June 30. We will notify the campus when it is available for use. We aim to have the electronic form and approval process provide for a more streamlined approach.

For any questions on this information, please contact Binnie Singh, Assistant Vice Provost – Academic Affairs, [binsingh@ucdavis.edu](mailto:binsingh@ucdavis.edu) or 530-752-5726 or your college/school analyst.

Sincerely,

A handwritten signature in black ink, appearing to read "ML Stanton". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Maureen L. Stanton  
Vice Provost—Academic Affairs  
Distinguished Professor, Department of Evolution and Ecology